

Juvenile Intake and Assessment System Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>JIAS-02-102</b>
	<b>SUBJECT:</b>  <b>INTAKE AND ASSESSMENT PART-TIME STAFF QUALIFICATIONS</b>	<b>PAGE: 1 of 2</b>
<b>REFERENCES: None</b>		<b>DATE ADOPTED: 2-20-2015</b> <b>DATE REVIEWED: 2-17-2015</b>

**STANDARD:** Written policy, procedure and practice shall require detailed job descriptions and educational requirements for the Intake and Assessment Program's part-time staff. The applicant shall at a minimum meet the following requirements for employment:

- Be twenty-one (21) years of age or older
- Be free of any felony conviction or adjudication in this or any other state or in any military tribunal
- Not be registered on the Kansas child abuse registry
- Not be registered on the Kansas adult abuse registry
- Possess a valid driver's license

A request for an exception to the above requirement for lack of felony convictions or adjudications may be submitted to a designated Juvenile Services staff member and will be presented to the Deputy Secretary for possible approval. If an exception is requested the following documentation is needed: the results of the background check, a letter from the local director stating the reason the exception is being requested, and a copy of the exception granted by the KCJIS staff.

The above will be checked prior to initial employment and annually for the duration of employment. Documentation of the background checks must include a physical copy of those results from the original source and must be kept in the staff member's personnel file.

Criminal record checks must be based upon finger prints taken prior to employment by their local law enforcement agency. These fingerprints are to remain in the staff member's personnel file, within the judicial districts office, for the duration of their employment. Finger prints do not have to be submitted annually.

To the extent it does not conflict with other local county rules, directives or standards, the education and experience qualifications of the Intake and Assessment Part-time Staff shall be specified in writing by the hiring authority and include, at a minimum, a high school diploma or General Educational Development (GED) equivalent.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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**DISCUSSION:** One (1) year of experience working with juveniles and families is preferred.

Part-time staff includes interns, volunteers, contractual, on-call workers and transporters as related to the intake and assessment program.

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